



Certification/Endorsement Support Documents for Educators

Requirements for the Curriculum Coordinator Certificate (078)

Please see below for the requirements to qualify for both a conditional and/or professional certificate. Please note that the endorsement code is 078, which will be used throughout the application process. If you believe you qualify for either a conditional or professional certificate, please submit an initial application through our online MEIS system.

Three-year conditional certificate requirements include:

- (1) Section A
- (2) at least four areas in Section C. Part I including area #5 or Section C. Part II

Five-year professional certificate requirements include completion of:

- (1) Section A
- (2) Section B
- (3) Section C. Part I or Part II
- (4) Section D
- (5) Section E

NOTE: The number in () indicates the number of semester hours required.
SECTION A:
1. Bachelor's degree conferred
2. Three years of satisfactory public or private teaching experience
3. Criminal history record check approval – based on fingerprints
SECTION B:
Master's degree or Doctorate from an accredited institution
SECTION C. Part I:
1. Supervision and Evaluation of Personnel
2. Organizational Theory and Planning
3. Educational Leadership
4. Instruction Leadership
5. Curriculum Development
6. Cultural Differences
7. Ethical Decision Making
SECTION C. Part II:
School Leader Licensure Assessment: Test 6990 Score 151
SECTION D: (choose one)

1. Completion of a graduate level state-approved curriculum coordinator internship program (minimum of fifteen weeks)
2. Completion of one school year as a certified curriculum coordinator
3. Completion of a mentorship plan approved by the Certification Office.
SECTION E:
Teaching exceptional students in the regular classroom (3)

Special Condition: Evaluation of staff is not permitted until the hold meets the supervision and evaluation of personnel requirement.

Helpful Tips:

- For fingerprint information please visit: <https://www.maine.gov/doe/cert/fingerprinting>
- To register for a PRAXIS exam please visit www.ets.org/praxis/me/requirements.
- Qualified courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. To get pre-approval for a course to fulfill a requirement, please email title of course and course description to cert.doe@maine.gov